

**APPLICATION FOR MAINE HOMESTEAD PROPERTY TAX EXEMPTION  
FOR COOPERATIVE HOUSING CORPORATIONS**

36 M.R.S. §§ 681-689

File this application, including all required attachments, with your municipality by April 1.

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This application is for cooperative housing corporations. A cooperative housing corporation is defined as an entity organized for the purpose of owning residential real estate in which residents own shares that entitle them to inhabit a designated space within a residential dwelling.

Name of Cooperative Housing Corporation: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Property Location (Map, Lot, etc.): \_\_\_\_\_

*I hereby apply for exemption from local property taxation in accordance with 36 M.R.S. §§ 681-689. No property on which exemption may be claimed under this section has been conveyed to me for the purpose of obtaining an exemption. To the best of my knowledge and belief, the information contained in this application is true, correct and complete.*

Signature of Cooperative Housing Corporation Officer(s)

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

## **INSTRUCTIONS**

One or more of the officers of the cooperative housing corporation applying for the exemption must sign this document. All Maine Homestead Property Tax Exemption for Cooperative Housing Shareholder applications and any proof of residency or eligibility from qualifying shareholders must be attached to this application. If, for any reason, you are denied exemption by the assessor, you may appeal the assessor's decision under the abatement statute, 36 M.R.S.A. § 841.

**“Cooperative housing corporation”** means an entity organized for the purpose of owning residential real estate in which residents own shares that entitle the shareholder to inhabit a certain space within a residential dwelling.

**“Homestead”** means any residential property, including cooperative property, in Maine assessed as real property owned by an applicant or held in a revocable living trust for the benefit of the applicant and occupied by the applicant as the applicant's permanent residence or owned by a cooperative housing corporation and occupied as a permanent residence by a person who is a qualifying shareholder. A “homestead” does not include any real property used solely for commercial purposes.

**“Permanent residence”** means that place where an individual has a true, fixed and permanent home and principal establishment to which the individual, whenever absent, has the intention of returning. An individual may have only one permanent residence at a time and, once a permanent residence is established, that residence is presumed to continue until circumstances indicate otherwise.

**“Permanent resident”** means an individual who has established a permanent residence.

**“Qualifying shareholder”** means a person who is a shareholder in a cooperative housing corporation that owns a homestead in this state, a shareholder for the preceding 12 months in the cooperative housing corporation and a permanent resident of Maine.

Completed applications must be filed annually with the municipal assessor no later than April 1. This application must be accompanied by an application for each eligible shareholder on the form titled *Application for Maine Homestead Property Tax Exemption for Cooperative Housing Shareholder*. You must also attach any information required by the municipality to verify eligibility for the exemption. Applications filed after April 1 will be applied to the subsequent year tax assessment.

One or more of the officers of the cooperative housing corporation applying for the exemption must sign this application.

A cooperative housing corporation must apportion the property tax reduction resulting from an exemption among the qualifying shareholders. The apportioned tax reduction is calculated according to the number of units occupied by qualifying shareholders. Any supplemental assessment resulting from disqualification is applied in the same manner.